



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HISTORICAL PRESERVATION PROG ADMINR

Job Number: 20001535

Job Code: 80160V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as consultant, technical advisor and program director to local and state agencies, organizations and property owners in relation to a program(s) of the State Historic Preservation Office. Administers federal and state grants awarded to local sponsors. Provides supervision to professional program staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in anthropology, archeology, architectural history, architecture, historic preservation, history or a related field.

EXPERIENCE:

Must have four years of professional experience in the field of historic preservation.

Substitute EDUCATION for EXPERIENCE:

A doctorate in one of the above listed academic fields will substitute for two years of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in historic preservation, cultural resource management or a related field will substitute for the master's degree on a year-for-year basis up to a maximum of two years.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides direct supervision to professional staff involved in program(s) of the State Historic Preservation Office. Interprets, applies, enforces, develops and recommends state and federal regulations, rules, policies and laws relating to a specific program area. Administers a federal and state grants program to include but not be limited to the evaluation of grant applications, the preparation of scopes of work, providing assistance to grantees in selection of personnel, and monitoring project progress on a monthly basis. Conducts on site inspection of renovation and archeological excavations. Provides technical assistance in the identification, protection, preservation and/or development of historic properties for local landmark agencies, non profit organizations, academic programs, etc. Performs analysis of federal and state legislative proposals. Analyzes reporting requirements, develops reporting procedures and develops program reports as required. Develops program information materials, plans and executes information distribution, and makes presentations to local and regional group. Plans and conducts in service training and workshops for grantees, consultants, local agencies and other interested parties.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.